

City of Takoma Park Safe Roadways Committee
Meeting Minutes

September 30, 2004

The City of Takoma Park Safe Roadways Committee met on Thursday, September 30, 2004 in the Municipal Building, 7500 Maple Avenue, Takoma Park, Maryland.

Members Present:	Greg Castano, Michael Goodno, Katherine Kelly, Laurie Kelly, Nicole Le Boeuf, Larry Rubin, Robert Patten, Susan Solarz
Alternate Members Present:	None
Members Absent:	None
Staff Present:	Ilona Blanchard, Associate Planner
Others Present:	None

1. Introduction of Safe Roadways Committee and Staff

In the absence of elected officials the staff person began the meeting at 7:05 PM. Each of those present introduced themselves to the rest of the group.

2. Review of Safe Roadways Committee Ordinance

The Committee reviewed the ordinance. Several questions were raised—

- (a) Would there be situations where the committee might be asked not to express an opinion on an issue to an outside body and when would this occur? May this committee express an opinion or lobby – is this in accordance with the established policies of the city?
- (b) Section 3 Committee Membership, Terms of Office, Structure, and Staffing, C) Structure, 4) “The Committee shall not meet unless a majority of the Members are present.” Is this a typo? Shouldn’t it be that no decisions will be made unless a majority of the Members are present?
- (c) Should the Committee be called the Safe Roadways Committee? Is “Roadways” really what the committee is about? Might transportation network, streetscape, or travel ways be a better term?

It was discussed that the ordinance was sufficiently broad that the word roadways would not inhibit the activities of the committee. A member suggested that the Committee develop their ideas of what needed to be done before changing the name.

(d) How does this committee relate to the past Safe Roadways Committee?

Former Council member Larry Rubin explained that the Safe Roadways Committee originated with concerns about speeding and traffic.

3. Review of Handouts

Three documents were stressed for their relevance to the Committee's work: **The Takoma Park Master Plan** (2000) along with Montgomery County pedestrian and bicycle master plans, the **Report from the Dan Burden Walkability Audit** to the Council, and the **Safe Roadways Committee Report** to the Council.

The Committee also requested the City of Takoma Park Transportation Plan from 1993, the State's study of Philadelphia Avenue and Flower Avenue, and Transportation related CIP's. The Committee requested more information on how roads are currently maintained and upgraded in the City of Takoma Park.

4. Consideration Of Frequency and Scheduling Of Future Meetings

It was decided to hold the meeting on the second Thursday of each month at 7 PM.

5. Consideration of Proposed By-Laws

The questions regarding the ordinance were brought up at this juncture. In addition several other questions were raised.

- (a) Can the Committee have taskforces that meet informally without needing to keep minutes, etc. and post meetings as long as no decisions are made in order to make recommendations to the rest of the committee?
- (b) Would such a task force still be in compliance with the Maryland Open Meeting law?
- (c) Can such a task force be an informal event does it need to be codified in the bylaws?
- (d) Can members meet outside the committee to discuss transportation in Takoma Park?

6. Discussion/Election of Officers

) The officer positions were reviewed and elections were put off until the next meeting.

Staff suggested the members bring ideas to the next meeting of what individual Committee members might like to see the Committee accomplish. The staff person also suggested some projects similar to what has occurred in other jurisdictions: Provide flags for pedestrians at unsignalized crosswalks, develop a policy and implementation plan to mark Master Plan bike routes, develop a sidewalk policy and implementation priority list, provide maps and bus frequency information at bus stops, partner to bring mimes to educate on safe behavior at the Takoma-Langley Park Crossroads, survey crosswalks and develop a policy and a plan for crosswalk improvement, develop the safe routes to schools program and events.

→ A committee member suggested that the committee look at how some of these items can be implemented hand-in-hand with the planned Public Works roadway improvements. Another committee member suggested that it would be good to know how much money there is available for these items. The question arose as to what time frame committee members should have in mind for projects. One member suggested that the committee needed some time to fill in the research gaps in order to be able to develop a clear picture of what was needed. Rob Patten suggested that some members of the Committee had significant experience and knowledge that could be shared through a training to other members on the Committee.

7. **Adjourn**

A motion was made and seconded at 8:45 and the meeting was adjourned.